



UFMS NEWSFLASH: January 3, 2003

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1. UFMS AND YOU

By now, you've been introduced to the *Unified Financial Management System (UFMS)*. UFMS is a business management tool that will provide relevant, timely, and reliable information to improve the efficiency and effectiveness of financial, business and operational functions. The system will be rolled out across the department, in all HHS agencies, over the next few years.

Information exchange is essential to the success of the UFMS Program. That's why you have been included on this e-mail: Your input and participation in the various elements of UFMS implementation will help ensure that the system's benefits are realized to the maximum extent practicable.

2. JANUARY HIGHLIGHTS: UFMS REQUIREMENTS

The UFMS Global Business Analysis Team has provided an electronic list of UFMS **functional** and **technical** requirements to the designated point-of-contact in your agency. Agencies are being asked to complete all internal reviews as soon as possible, no later than **January 8, 2003**.

In Rockville, MD, from Jan. 14-24, the team will hold requirements review sessions for each of the following functional and technical areas: (1) budget execution, (2) accounting for commitments and obligations, (3) accounts payable, (4) accounts receivable, (5) general ledger, (6) cost management (Oracle projects module), (7) regulatory and HHS common reporting requirements, and (8) core financial management system technical requirements.

HHS OPDIVs and STAFFDIVs are encouraged to bring program managers -- not just financial managers and technical experts -- to these sessions. As the requirements are finalized and the fit/gap process moves forward, it will be important for program managers to understand UFMS and for the UFMS team to understand the needs of program managers.

See <http://www.hhs.gov/ufms/> and click on "Calendar of Events" for more information or updates.

3. "BEHIND THE SCENES" IN UFMS: DATA CLEANUP

"Garbage In - Garbage out." With automated data, the meaning is universal. In order for UFMS to be successfully implemented, everyone who records a financial transaction, either directly into a core financial system or into any of the Department's administrative feeder systems, needs to ensure that each and every coding element, including the CAN, is correct. HHS OPDIVs and STAFFDIVs can help make this a smoother process by cleaning up the "trash" now to make sure the data is accurate and reliable. The UFMS team currently is developing policies and procedures for data conversion. Look for these to be finalized in March.



4. HOW YOU CAN LEARN MORE

At <http://www.hhs.gov/ufms>. The UFMS Web Site has information about the project, its goals, contacts, "frequently asked questions" and calendar updates. This bi-monthly email "UFMS Newsflash" will highlight key information as well.